HR ASSISTANT

Responsibilities

- Manage applicants in the applicant tracking system, moving qualified candidates through the hiring workflow.
- Send job offers for warehouse associates, ensure the onboarding process is complete.
- Set up ShipMonk systems and accounts for new hires.
- Assist with New Hire Orientation and approve I-9 documentation.
- Monitor attendance, performance and rate increases for warehouse associates, construct tasks and assign to HR or Payroll teams.
- Coordinate temporary labor orders, ShipMonk accounts, and labor tracking with agencies. Review invoices for accuracy.
- Support HRBP with people matters on site, including data gathering, reporting, and problem solving.
- Complete HR forms for Worker's Compensation, Leaves of Absence, etc. as required.
- Coordinate Benefits Education and Enrollment for new hires upon eligibility.
- Assist Sr. HR Analyst with data requests and reporting on people matters.

Qualifications

- One to three years of experience in HR Assistant or other entry-level professional roles.
- Strong technology skills, previous experience with an applicant tracking and/or payroll system, preferred.
- Attention to detail, strong bias for action and organizational skills are required.
- Ability to prioritize activities and manage multiple tasks to achieve required outcomes.
- Good communication and interpersonal skills.

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